

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Assistant Deaf Education	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Principal and Teacher(s) Assigned	<b>Date Revised:</b>	4/18/17
<b>Dept./School:</b>	Assigned Campus / Regional Day School for Deaf		

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**Primary Purpose:**

Provide direct teaching assistance to teachers of students with hearing impairment; assist the teacher in the preparation and management of classroom activities and administrative requirements.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent  
Valid Texas educational aide certificate

**Special Knowledge/Skills:**

Ability to work well with children  
Knowledge of general office equipment

**Experience:**

Some experience working with students with hearing impairment

**Major Responsibilities and Duties:**

Assist in the instruction and supervision of students with hearing impairment  
Assist teachers in planning classroom activities and prepare necessary materials  
Perform duties as assigned by the principal (bus duty, lunch duty, etc.)  
Work with individual students or small groups to conduct instructional exercises assigned by the teacher  
Assist with the administration and scoring of objective testing instruments or work assignments  
Assist in supervising students throughout the school day, both inside and outside the classroom  
Keep the teacher informed of any special needs or problems of individual students  
Assist in maintaining a neat and orderly classroom  
Assist in inventory, care, and maintenance of equipment

**Job Title:** Assistant Deaf Education

Assist the teacher in keeping administrative records and preparing required reports

Participate in staff development training programs, faculty meetings, and special events, as needed

Provide orientation and assistance to substitute teachers

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Uses copier, typewriter, and audiovisual equipment

**Working Conditions:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Moderate standing, stooping, bending, and lifting; work with frequent interruptions; frequent standing, stooping bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator

**Date:** 04-18-17

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_